**Create your own electronic Scrapbook!**

**Logging In**

* Go to [www.mixbook.com](http://www.mixbook.com).
* Click “Login” in the upper right. Use the username [hines2b@hotmail.com](mailto:hines2b@hotmail.com). The password is “password.”

**Starting Your Mixbook**

* Click the “Create” tab at top.
* In the “Title” box, type in the name of your career.
* In the “Description” box, type your first and last name.
* Leave the “Tags” box empty.
* Do not select a category from the “Category” pull-down menu.
* In the “Viewable By” box, select “Only Those Invited.”
* Do not make a change in the “Invite” box.
* Click “Create Mixbook.”
* Select the type of book: “Select Landscape.”
* Under the yellow “Select Theme” button, click on “I don’t want to choose a theme.”
* In the middle of the screen, to the left of the front cover of your book, click on “Click to Insert Spine Text.” Enter the name of your career, and format the text as you wish.
* Click “Add page” in the lower right at least four times to get the minimum amount of required pages: THE MINIMUM EXPECTATION IS 12 PAGES

**What Your Mixbook Must Include**

* 1. **Front Cover.**  Include the name of your career, your name, and at least one picture.
  2. **Page 1 = title page**. Same requirements as front cover.
  3. **Pages 2 and 3 = Job Description** (What does this person do? What kind of hours to they work?) Information and at least one picture.
  4. **Pages 4 and 5 = Education, Training, and Other Qualifications**. Information and at least one picture.
  5. **Pages 6 and 7 = Salary Range and Benefits**. Information and at least one picture.
  6. **Pages 8 and 9 = Job Outlook**. Information and at least one picture.
  7. **Page 10-11** = **Advantages and Disadvantages to Having This Job**. Information and at least one picture.
  8. **Page 12 = Sources of Your Information and Pictures** – at least 2 sources required. If you got all of your pictures from Yahoo, you can credit “Yahoo Images” on this page, in addition to your information sources.
  9. **Back cover = Include “Created by…” and include your name and / or “publishing company.”**

**Customize Your Mixbook Pages**

* Select a layout for each page by clicking on the “Layouts” tab in the upper left. When selecting a layout, consider how much text and how many pictures you want to include.
* Click on the “Add Photos” button on the left. Although you can add pictures that you have already located and saved, it is easier to use the “Yahoo Images” feature. Click on the “Yahoo” tab at the top, and enter your search terms (your career). Click on the images you would like to use in your Mixbook, and click “Add Photos.” **Remember: you need at least 12 pictures for this assignment.** After images appear, exit out of the Add Photos box. Drag your images to the desired pages. You may crop, rotate, etc. on the tool bar which appears after inputting picture.
* To add text, click in the type box and type. You can control color, font, etc by using the toolbar which appears when typing. If you need to add additional text boxes, click on the “Layout,” then “Add Text Item.”
* Select a background for each page by clicking on the “Backgrounds” tab in the upper left. You may use the same background throughout if you like.
* To embellish your pages, click on **“**Stickers.” Drag the selected stickers to the desired location on the page. Stickers can be resized using the corner arrows.
* You may click **“**Save**”** at the top, although your work is automatically saved for you.
* Click “Preview” (upper right) when you have finished. Flip from page to page by clicking on the top corners. Make changes if needed.

**Your Mixbook will be saved to your class account, so your teacher and classmates will be easily able to view them. If you wish to continue editing your Mixbook, simply log in once again, and click on the “Edit” button for your book.**